

NASHVILLE PUBLIC LIBRARY PRIVATE EVENT TERMS AND CONDITIONS

GENERAL RULES

All events held in Nashville Public Library facilities must be conducted in full compliance with all applicable library rules, and laws and regulations of the Metropolitan Government of Nashville and Davidson County and of the State of Tennessee. The library reserves the right to accept or deny usage of facilities at any time, in accordance with these terms and conditions.

Each Client is responsible for police/local law enforcement, fire marshal, food service and/or other city, state or federal permits required for their event. Please check with the NPL Facilities Coordinator if you have any questions about what is required for your event.

PROHIBITED ACTIVITIES

Religious ceremonies, political campaigning or single-party political events, gambling (including gaming, bingo, casinos or wagering of any kind), sales or promotional activities are not allowed while renting library facilities. Certain qualified nonprofit organizations may be granted a charitable solicitations and gaming exception – please contact the NPL Facilities Coordinator for more information.

SMOKING

NPL is a smoke-free building, including the courtyard. Smoking (including use of e-cigarettes or similar devices) is not allowed on library premises at any time.

LIBRARY FURNITURE AND EQUIPMENT

The library can provide tables and chairs for your event. Sizes, shapes and quantities depend on the location. Basic audio/visual equipment operated by NPL staff is also available (request this equipment at the time the space is reserved). Library exhibits, furniture and equipment may not be moved or rearranged without prior approval and the assistance of library staff.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served at private events that are closed to the general public. Alcohol must be dispensed by licensed bartenders at an attended bar. Cash bars, the sale of drink tickets, and self-service bars are not allowed.

SETUP & BREAKDOWN

The Client is responsible for set-up and breakdown of all non-library furniture, equipment or decorations on the day of the event within the time slot set by the NPL Facilities Coordinator. Non-library furniture, equipment, flowers, linens, decorations, signs and trash must be removed within three hours of the end of the event. The library is not responsible for loss or damage to Client's items. The Client can specify a preferred room set-up but the library reserves the right to alter any set-up in compliance with local codes. Contact the NPL Facilities Coordinator to schedule your event set-up/breakdown time.

KITCHEN EQUIPMENT

Caterers are welcome to use their own additional kitchen equipment (i.e. warming ovens, electric ovens) with pre-approval by the NPL Facilities Coordinator.

ENTERTAINMENT/ MUSIC

Entertainment and music are allowed. Music/entertainment is allowed at events scheduled during regular library hours in spaces that can be acoustically contained. All necessary equipment must be supplied by the Client. Please submit details regarding entertainment and music at your event to the NPL Facilities Coordinator prior to the event.

DISPLAYS AND DECORATIONS

Displays, decorations, signs etc. may be set up on the day of the event within the allotted set-up/breakdown time. Please secure decorations without causing damage to library property. Confetti, glitter, rice, birdseed, bubbles, silly string etc. are not permitted. Candles, exposed flame etc. are also not permitted in the library. Please contact the NPL Facilities Coordinator if you are unsure if your decorations are allowed.



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DELIVERIES

The Client provides all necessary volunteers/staff, rolling carts etc. needed for the event and all staff working the event should have identification. Deliveries take place on the event date during scheduled drop-off and pick-up times at the library loading dock on 6th Avenue North. The library's public elevators may not be used to transport event items. Contact the NPL Facilities Coordinator to schedule drop-off and pick-up times.

PARKING

Valet parking for your event is recommended. The library does not have designated parking after opening hours but several parking garages are conveniently located nearby.

FILMING/PHOTOGRAPHY

Filming and photography are permitted but restricted to the area reserved for the event and may not take place in other areas of the library.

EVENT PUBLICITY

Publicity material, invitations, flyers, and press releases can use the street address of the library as the location for the event, but the Client's own contact phone number must be listed. A line stating the event is "at Nashville Public Library" is allowed on printed materials.

SECURITY

A NPL security guard remains on duty until all of your guests and vendors have left the premises. If private your event.

DAMAGES AND LIABILITY

The Client is liable for any intentional, negligent or accidental damage to the library building, grounds, collections or equipment during the scheduled event and/or injury to others caused by any sub-contractors or vendors working the event. Costs for repair, replacement and/or cleaning beyond normal wear and tear, if needed, will be charged back to the Client.

INSURANCE REQUIREMENTS

Liability/vendor event insurance is required for the Client and vendors for all events. Please submit proof of insurance to NPL Facilities Coordinator prior to your event.

RESERVATIONS

The library does not hold dates, and they are considered open until a signed rental agreement form and 50% deposit has been received. Please submit date requests to the NPL Facilities Coordinator at least 60 days prior to your preferred event date. For details on our cancellation policy, contact the NPL Facilities Coordinator.

CONTACT

Georgia Varble, NPL Facilities Coordinator
Nashville Public Library
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Nashville, TN 37219

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Any matters not herein expressly provided for shall be decided at the discretion of the NPL Facilities Coordinator and library management.

I have read and understood all of the requirements outlined above and agree to the terms.

Name (printed): _____

Signature: _____ Date: _____

